

**ORDINANCE NO. O2022-028**

**AN ORDINANCE** of the City Council of the City of Tumwater, Washington, adopting the biennial budget for the City of Tumwater, Washington, for the fiscal period beginning January 1, 2023 and ending December 31, 2024.

**WHEREAS**, the Mayor of the City of Tumwater, Washington, completed and placed on file with the Finance Director a proposed budget and estimate of the amount of the monies required to meet the public expenses, bond retirement and interest, reserve funds and expenses of government of the City including salaries and wages as shown in each fund's or department's salary and wages expenditure line item; and, a notice was published that the City Council would meet on the 19<sup>th</sup> of October 2022 and on the 15<sup>th</sup> of November 2022 at or around the hour of 7:00pm, at the Council Chambers in the City Hall for the purpose of making and adopting a budget for the two year fiscal period of January 1, 2023 to December 31, 2024 ("2023-2024 Budget") and giving taxpayers within the limits of the City an opportunity to be heard about the 2023-2024 Budget; and

**WHEREAS**, the City Council did meet at City Hall on October 19, 2022 and November 15, 2022 and considered the matter of the 2023-2024 Proposed Budget; and

**WHEREAS**, the 2023-2024 Budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Tumwater for the purposes set forth in the 2023-2024 Budget, and the estimated expenditures in each fund set forth in the 2023-2024 Budget are all necessary to carry on the government of the City for fiscal years 2023-2024 and are all necessary to meet the various needs of the City during that period;

**NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF TUMWATER, WASHINGTON, DOES ORDAIN AS FOLLOWS:**

**Section 1.** The biennial budget for the City of Tumwater, Washington, for the fiscal years 2023-2024 is hereby adopted at fund level as set forth in the document entitled "City of Tumwater 2023-2024 Biennial Budget" a copy of which is on file in the Finance Department.

**Section 2.** Estimated resources, including fund balances or working capital for each separate fund of the City of Tumwater, and aggregate totals for all such funds combined for the 2023-2024 biennium are set forth in the attached Exhibit A and are hereby appropriated for expenditure at the fund level during the 2023-2024 biennium.

**Section 3.** The Salary Schedule set forth in Exhibit B and all salaries and wages as shown in each department's and fund's detail budget reports as included in the budget document are adopted.

**Section 4.** The Finance Director is directed to transmit a certified copy of the City of Tumwater 2023-2024 Biennial Budget to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

**Section 5. Ratification.** Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and affirmed.

**Section 6. Severability.** The provisions of this ordinance are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance or the invalidity of the application thereof to any person or circumstance, shall not affect the validity of the remainder of the ordinance, or the validity of its application to other persons or circumstances.

**Section 7. Effective Date.** This ordinance shall take effect five days after passage, approval and publication.

ADOPTED this 6<sup>th</sup> day of December, 2022.

CITY OF TUMWATER

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Debbie Sullivan, Mayor

ATTEST:

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Melody Valiant, City Clerk

APPROVED AS TO FORM:

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Karen Kirkpatrick, City Attorney

Published:\_\_\_\_\_

Effective Date:\_\_\_\_\_

## CITY OF TUMWATER

O2022-028

## Proposed Budget

Exhibit A

2023 - 2024

| FUNDS BY TYPE                           | Beginning Fund Balance | Revenues              | Total Resources       | Expenditures          | Ending Fund Balance  | Adopted Budget        |
|---|------------------------|-----------------------|-----------------------|-----------------------|----------------------|-----------------------|
| <b>General Government Funds</b>         |                        |                       |                       |                       |                      |                       |
| 001 General Fund                        | \$ 17,522,810          | \$ 72,690,828         | \$ 90,213,638         | \$ 79,992,697         | \$ 10,220,941        | \$ 90,213,638         |
| 002 Public Safety Reserve               | 1,715,272              | 3,950,200             | 5,665,472             | 3,671,000             | 1,994,472            | 5,665,472             |
| 007 Permit Reserve                      | 504,293                | 205,000               | 709,293               | -                     | 709,293              | 709,293               |
| 008 Emergency Reserve                   | 1,421,208              | 631,500               | 2,052,708             | -                     | 2,052,708            | 2,052,708             |
| 009 Facilities Reserve Fund             | 1,961,699              | 7,700                 | 1,969,399             | 771,000               | 1,198,399            | 1,969,399             |
| 012 Recreation Special Programs         | 90,214                 | 70,000                | 160,214               | 104,300               | 55,914               | 160,214               |
| 015 Parks Board                         | 114,254                | 40,000                | 154,254               | 40,000                | 114,254              | 154,254               |
| 016 E-Link & Fiberoptics                | 728,302                | 114,000               | 842,302               | 375,000               | 467,302              | 842,302               |
| 017 Historical Commission               | 9,390                  | 20,000                | 29,390                | -                     | 29,390               | 29,390                |
| 018 K-9                                 | 8,274                  | 100                   | 8,374                 | 6,000                 | 2,374                | 8,374                 |
| 019 US Flag Recognition                 | 13,661                 | 50                    | 13,711                | 1,000                 | 12,711               | 13,711                |
| <b>GENERAL GOVERNMENT FUNDS</b>         | <b>\$ 24,089,377</b>   | <b>\$ 77,729,378</b>  | <b>\$ 101,818,755</b> | <b>\$ 84,960,997</b>  | <b>\$ 16,857,758</b> | <b>\$ 101,818,755</b> |
|   |                        |                       |                       |                       |                      |                       |
| <b>Special Revenue Funds</b>            |                        |                       |                       |                       |                      |                       |
| 105 Affordable Housing Sales Tax Fund   | \$ 63,505              | \$ 127,448            | \$ 190,953            | \$ 127,408            | \$ 63,545            | \$ 190,953            |
| 107 Domestic Violence Prevention Fund   | 3,638                  | -                     | 3,638                 | -                     | 3,638                | 3,638                 |
| 108 Drug & Other Seizure Fund           | 51,022                 | 30                    | 51,052                | 15,500                | 35,552               | 51,052                |
| 109 Lodging Tax Fund                    | 579,215                | 660,300               | 1,239,515             | 645,810               | 593,705              | 1,239,515             |
| 111 Development Fees Fund               | 15,004,737             | 5,910,000             | 20,914,737            | 10,094,000            | 10,820,737           | 20,914,737            |
| 120 Barnes Lake Management District F   | 46,534                 | 39,112                | 85,646                | 54,675                | 30,971               | 85,646                |
| 130 Transportation Benefit District     | 5,677,155              | 4,471,000             | 10,148,155            | 9,173,990             | 974,165              | 10,148,155            |
|   |                        |                       |                       |                       |                      |                       |
| <b>Debt Service Fund</b>                |                        |                       |                       |                       |                      |                       |
| 200 General Obligation Debt Service Fun | \$ 81,259              | \$ 399,600            | \$ 480,859            | \$ 391,490            | \$ 89,369            | \$ 480,859            |
|   |                        |                       |                       |                       |                      |                       |
| <b>Capital Project Funds</b>            |                        |                       |                       |                       |                      |                       |
| 303 General Government CFP Fund         | \$ 1,578,974           | \$ 18,407,500         | \$ 19,986,474         | \$ 19,200,087         | \$ 786,387           | \$ 19,986,474         |
| 304 Transportation CFP Fund             | 12,090,046             | 26,972,600            | 39,062,646            | 35,285,000            | 3,777,646            | 39,062,646            |
|   |                        |                       |                       |                       |                      |                       |
| <b>Proprietary Funds</b>                |                        |                       |                       |                       |                      |                       |
| 400 Water Utility Fund                  | \$ 12,964,999          | \$ 15,249,203         | \$ 28,214,202         | \$ 13,701,258         | \$ 14,512,944        | \$ 28,214,202         |
| 401 Sewer Utility Fund                  | 17,022,441             | 21,006,820            | 38,029,261            | 21,310,447            | 16,718,814           | 38,029,261            |
| 411 Storm Utility Fund                  | 9,931,268              | 10,110,112            | 20,041,380            | 8,089,632             | 11,951,748           | 20,041,380            |
| 480 Golf Course Fund                    | 1,626,788              | 4,996,425             | 6,623,213             | 4,994,852             | 1,628,361            | 6,623,213             |
|   |                        |                       |                       |                       |                      |                       |
| <b>Internal Service Funds</b>           |                        |                       |                       |                       |                      |                       |
| 501 Fleet ER & R Fund                   | \$ 4,355,215           | \$ 4,869,144          | \$ 9,224,359          | \$ 9,224,359          | \$ -                 | \$ 9,224,359          |
| 502 IT ER & R Fund                      | \$ 1,585,543           | \$ 3,074,420          | \$ 4,659,963          | \$ 4,659,963          | \$ -                 | \$ 4,659,963          |
|   |                        |                       |                       |                       |                      |                       |
| <b>CITY-WIDE TOTALS</b>                 | <b>\$ 106,751,716</b>  | <b>\$ 194,023,092</b> | <b>\$ 300,774,808</b> | <b>\$ 221,929,468</b> | <b>\$ 78,845,340</b> | <b>\$ 300,774,808</b> |

| 2023 Classification and Pay Schedule |  |       |         |         |      |
|--------------------------------------|--|-------|---------|---------|------|
| Minimum Wage: \$15.74 Hourly         |  |       |         |         |      |
|                                      | Active Job Classes                       | Grade | Minimum | Maximum | FTE  |
| 101                                  | City Administrator*                      | 88    | 13466   | 16410   | 1.00 |
| 113                                  | Executive Assistant                      | 52    | 5537    | 6744    | 1.00 |
| 142                                  | Communications Manager                   | 66    | 7822    | 9530    | 1.00 |
| 149                                  | Community Engagement Specialist          | 50    | 5270    | 6420    | 2.00 |
| 107                                  | Department Assistant III***              | 45    | 4659    | 5676    | 1.00 |
| 108                                  | Department Assistant II***               | 41    | 4221    | 5141    | 5.00 |
| 109                                  | Department Assistant I***                | 34    | 3551    | 4324    | 1.50 |
| 112                                  | Administrative Assistant                 | 50    | 5270    | 6420    | 5.00 |
| 102                                  | City Attorney                            | 83    | 11904   | 14504   | 1.00 |
| 148                                  | Legal Assistant                          | 50    | 5270    | 6420    | 1.00 |
| 103                                  | Administrative Services Director*        | 80    | 11052   | 13466   | 1.00 |
| 104                                  | Human Resources Analyst                  | 57    | 6263    | 7633    | 1.00 |
| 106                                  | HR Program Manager                       | 62    | 7085    | 8636    | 1.00 |
| 117                                  | City Clerk                               | 57    | 6263    | 7633    | 1.00 |
| 146                                  | Records Clerk                            | 41    | 4221    | 5141    | 1.00 |
| 151                                  | Risk Manager**                           | 63    | 7261    | 8853    | 0.50 |
| 360                                  | Information Technology Manager           | 72    | 9071    | 11052   | 1.00 |
| 362                                  | Network Administrator                    | 59    | 6582    | 8016    | 1.00 |
| 372                                  | Business Analyst                         | 54    | 5816    | 7085    | 1.00 |
| 368                                  | Applications Analyst                     | 50    | 5270    | 6420    | 1.00 |
| 370                                  | Senior Information Technology Specialist | 51    | 5403    | 6582    | 1.00 |
| 371                                  | ERP Implementation Manager               | 62    | 7085    | 8636    | 1.00 |
| 115                                  | Finance Director*                        | 80    | 11052   | 13466   | 1.00 |
| 116                                  | Assistant Finance Director*              | 72    | 9071    | 11052   | 1.00 |
| 118                                  | Accountant                               | 54    | 5816    | 7085    | 2.00 |
| 119                                  | Payroll Officer                          | 49    | 5141    | 6263    | 1.00 |
| 120                                  | Accounting/Utility Billing Supervisor    | 57    | 6263    | 7633    | 1.00 |
| 121                                  | Accounting Assistant I                   | 44    | 4545    | 5537    | 2.00 |
| 152                                  | Accounting Assistant II**                | 45    | 4659    | 5676    | 2.00 |
| 124                                  | Accounting Technician                    | 46    | 4776    | 5816    | 1.00 |
| 144                                  | Senior Accountant*                       | 62    | 7085    | 8636    | 1.00 |
| 227                                  | Community Development Director*          | 80    | 11052   | 13466   | 1.00 |
| 229                                  | Permit Manager                           | 66    | 7822    | 9530    | 1.00 |
| 153                                  | Assistant Planner***                     | 51    | 5403    | 6582    | 1.00 |
| 231                                  | Associate Planner                        | 54    | 5816    | 7085    | 1.00 |
| 235                                  | Planning Manager                         | 66    | 7822    | 9530    | 1.00 |
| 237                                  | Permit/Planning Technician               | 46    | 4776    | 5816    | 2.00 |
| 150                                  | Economic Development Manager             | 66    | 7822    | 9530    | 1.00 |
| 401                                  | Building and Fire Safety Official        | 66    | 7822    | 9530    | 1.00 |
| 403                                  | Building and Fire Safety Plans Examiner  | 55    | 5963    | 7261    | 1.00 |
| 405                                  | Building/Fire Safety Inspector**         | 53    | 5676    | 6911    | 2.00 |
| 240                                  | Parks and Recreation Director*           | 78    | 10521   | 12819   | 1.00 |
| 241                                  | Recreation Supervisor                    | 57    | 6263    | 7633    | 1.00 |
| 242                                  | Recreation Coordinator                   | 49    | 5141    | 6263    | 3.00 |
| 243                                  | Recreation and Marketing Specialist      | 50    | 5270    | 6420    | 1.00 |
| 244                                  | Recreation Manager                       | 62    | 7085    | 8636    | 1.00 |
| 250                                  | Golf Operations Manager                  | 62    | 7085    | 8636    | 1.00 |
| 252                                  | Golf Course Superintendent*              | 52    | 5537    | 6744    | 1.00 |
| 254                                  | Golf Maintenance Worker II               | 43    | 4431    | 5403    | 1.00 |

|     |  |              |       |       |       |
|-----|--|--------------|-------|-------|-------|
| 256 | Golf Operations Coordinator                | 40           | 4115  | 5015  | 0.75  |
| 317 | Parks & Facilities Manager                 | 66           | 7822  | 9530  | 1.00  |
| 319 | Parks Maintenance Worker II                | 43           | 4431  | 5403  | 1.00  |
| 320 | Parks Maintenance Supervisor               | 54           | 5816  | 7085  | 1.00  |
| 321 | Equipment Repair Technician                | 45           | 4659  | 5676  | 1.00  |
| 322 | Building Maintenance Supervisor            | 54           | 5816  | 7085  | 1.00  |
| 323 | Parks Maintenance Lead*                    | 45           | 4659  | 5676  | 1.00  |
| 324 | Parks Maintenance Worker I                 | 40           | 4115  | 5015  | 2.50  |
| 326 | Building Maintenance Worker II             | 46           | 4776  | 5816  | 2.00  |
| 132 | Volunteer Coordinator**                    | 45           | 4659  | 5676  | 0.75  |
| 258 | Arts Specialist                            | 50           | 5270  | 6420  | 0.50  |
| 373 | Golf Operations Supervisor**               | 50           | 5270  | 6420  | 0.75  |
| 200 | Senior Engineer                            | 70           | 8636  | 10521 | 1.00  |
| 242 | Engineering Services Manager               | 72           | 9071  | 11052 | 1.00  |
| 209 | Engineer III***                            | 69           | 8424  | 10261 | 3.00  |
| 210 | Transportation & Engineering Director*     | 80           | 11052 | 13466 | 1.00  |
| 211 | Engineer II***                             | 64           | 7444  | 9071  | 5.00  |
| 212 | Engineer I***                              | 58           | 6420  | 7822  | 2.00  |
| 215 | Engineering Tech IV                        | 56           | 6115  | 7444  | 1.00  |
| 216 | Senior Inspector                           | 58           | 6420  | 7822  | 1.00  |
| 258 | GIS Analyst**                              | 54           | 5816  | 7085  | 1.00  |
| 221 | GIS Program Coordinator                    | 56           | 6115  | 7444  | 1.00  |
| 223 | Transportation Manager                     | 72           | 9071  | 11052 | 1.00  |
| 226 | Transportation Operations Manager          | 66           | 7822  | 9530  | 1.00  |
| 342 | Traffic Signal and Streetlight Tech II     | Per Contract |       |       | 1.00  |
| 345 | Fleet Technician I                         | Per Contract |       |       | 2.00  |
| 374 | Fleet Technician II                        | Per Contract |       |       | 0.00  |
| 218 | Water Resources & Sustainability Director* | 78           | 10521 | 12819 | 1.00  |
| 214 | Water Resources Specialist                 | 54           | 5816  | 7085  | 3.00  |
| 225 | Utilities Operations Manager               | 66           | 7822  | 9530  | 1.00  |
| 408 | Inspector - Stormwater                     | 50           | 5270  | 6420  | 1.00  |
| 257 | Sustainability Coordinator                 | 54           | 5816  | 7085  | 1.00  |
| 208 | Water Resources Program Manager**          | 66           | 7822  | 9530  | 1.00  |
| 351 | Maintenance Tech I                         | Per Contract |       |       | 14.00 |
| 352 | Maintenance Tech II                        | Per Contract |       |       | 10.00 |
| 353 | Maintenance Tech III                       | Per Contract |       |       | 2.00  |
| 344 | Electrician II                             | Per Contract |       |       | 1.00  |
| 349 | Field Crew Lead                            | Per Contract |       |       | 5.00  |
| 409 | Police Chief*                              | 83           | 11904 | 14504 | 1.00  |
| 410 | Police Commander                           | 78           | 10521 | 12819 | 1.00  |
| 413 | Police Lieutenant                          | Per Contract |       |       | 3.00  |
| 414 | Police Sergeant                            | Per Contract |       |       | 7.00  |
| 415 | Police Officer                             | Per Contract |       |       | 25.00 |
| 416 | Police Evidence Technician                 | 48           | 5015  | 6115  | 1.00  |
| 133 | Police Administrative Manager              | 66           | 7822  | 9530  | 1.00  |
| 140 | Police Services Specialist I***            | 45           | 4659  | 5676  | 4.00  |
| 141 | Police Services Specialist II              | 50           | 5270  | 6420  | 2.00  |
| 417 | Police Management Analyst                  | 53           | 5676  | 6911  | 1.00  |
| 431 | Fire Chief*                                | 82           | 11613 | 14149 | 1.00  |
| 433 | Assistant Fire Chief                       | 78           | 10521 | 12819 | 1.00  |
| 435 | Battalion Chief**                          | Per Contract |       |       | 4.00  |
| 437 | Paramedic Lieutenant                       | Per Contract |       |       | 4.00  |
| 438 | Fire Training Lieutenant                   | Per Contract |       |       | 1.00  |

|     |                                 |              |  |  |       |
|-----|---------------------------------|--------------|--|--|-------|
| 439 | Fire Lieutenant                 | Per Contract |  |  | 9.00  |
| 440 | Fire Prevention Officer I       | Per Contract |  |  | 1.00  |
| 441 | Paramedic Firefighter           | Per Contract |  |  | 15.00 |
| 442 | Firefighter                     | Per Contract |  |  | 14.00 |
| 444 | Medical Services Officer and BC | Per Contract |  |  | 1.00  |
| 445 | Fire Prevention Officer II**    | Per Contract |  |  | 0.00  |

237.25

\*Market Driven Grade Changes

\*\*New Position

\*\*\*Increased or Modified Head Count for Class

**Note:** *Turnover and recruitments may shift individual classification headcount through 2023. For example, some job families such as department assistant or engineer may shift as business needs dictate. However, the overall headcount will not increase without council approval.*